

## **Purpose**

The purpose of this Policy and Procedure is to provide a process for regular review of each Project Engineer and his Crew for compliance with the Standard Construction Practices and Procedures.

## **Policy**

It is the policy of the Department of Transportation that the Region Construction Engineer and the Region Materials Engineer jointly conduct or supervise reviews to assure that projects are being completed in substantial compliance with contract plans and specifications and to promote improved construction, construction engineering and management techniques, along with appropriate training, leading to the provision of high quality and efficiently produced transportation facilities.

## **Procedures**

### **Review of Construction Practices and Procedures**

**UDOT 08B-28.1**

**Responsibility:** Region Construction Engineer

#### **Actions**

1. Schedules bi-monthly reviews with each Project Engineer. Coordinates the schedule with the Region Materials Engineer and Region Reviewer.
2. Conduct and supervise the review meeting. Review the office documentation and project files to insure conformance with the Specifications and Manual of Instruction for Construction. Conduct a field review as necessary for each project.

**Responsibility:** Region Materials Engineer

3. Attend scheduled review meetings and review all project materials files to insure they are complete and current. Make notes of any that are not correct or need to be updated. Prepare a report and submit to the Region Construction Engineer.

**Responsibility:** Region Reviewer

4. Review the office documentation, office files, and EEO and DBE/WBE documentation for compliance with the plans and specifications. Report any deviations to the Region Construction Engineer.

**Responsibility:** Project Engineer

5. Attend the scheduled review and provide assistance as needed to the reviewers. Makes any necessary corrections.

**Responsibility:** Region Construction Engineer

6. Conduct a close-out meeting with the Project Engineer, members of his crew, Region Materials Engineer and Region Reviewers. Findings are discussed and corrective action outlined. Use this meeting as an opportunity to train the project crew as needed.
7. Write a report with the results of the review. Send copies to each participant of the review and to the Engineer for Construction.

**Responsibility:** Engineer for Construction

8. Review the report and forward to the Deputy Construction Engineer assigned to the project.

**Responsibility:** Deputy Construction Engineer

9. Review the report and note items that need to be corrected. Follow up to insure corrections are made. Send a copy of the report to FHWA on Federal Aid Projects.